

Rudolph and Sletten, Inc.

INJURY AND ILLNESS PREVENTION PROGRAM

I. OBJECTIVES

The Primary purpose of our safety and health program is to always be focused on the prevention of the loss of life and all serious injuries.

Other program objectives include:

- Achieving, year-by-year, a continuing reduction in the number of injuries and incidents (close calls, property damage, and third party.)
- Gaining and maintaining support for the program at all levels of our company. Making it plain to all of our employees that safety is part of our corporate culture. Everyone must play a personal part in making our safety team function successfully.
- Motivating, educating and training appropriate personnel in the requirements of our program. Educating our Superintendents down through journeymen and apprentices in the recognition, avoidance and correction of unsafe working conditions and practices.
- Making safety an integral part of all jobs operations and planning.
- Incorporating hazard awareness and controls into all company construction related training functions where relevant.
- Complying with established safety and health standards.
- Taking all practical steps to maintain safe, healthful jobsites for our workers and those of our subcontractors.
- Assisting our subcontractors in the recognition that they are responsible for the safety and health of their jobsite employees and for the maintenance of minimum specified site safety standards.
- Continually reinforcing our belief that all injuries can be prevented by taking timely safety precautions as needed and by maintaining awareness.

II. RESPONSIBILITY

Rudolph and Sletten has designated the Vice-President of Construction Operations ,Dennis Giles, as the company's Injury and Illness Prevention Program (IIPP) administrator. The IIPP administrator has the overall authority and responsibility for implementing the provisions of this and other safety programs contained in this manual on R&S construction sites. All managers and supervisors (superintendents and foremen) are also responsible for implementing the IIPP on their jobs or in their work areas, and answering any questions about the IIPP. Support will be provided by the Safety and Environmental Manager and his staff. Specific assignment of responsibilities is as follows:

MIKE DETATA-ESTIMATOR

Estimators shall be familiar with R&S's and OSHA safety and health requirements. An adequate safety budget shall be provided each job to maintain a consistent safety program, to meet safety requirements of contractual obligations, and to sequence work to provide a safe and environmentally compliant work site.

Estimators will assure that all contractors bidding work are informed of the various R&S General Conditions regarding Safety, and any specific job safety and environmental requirements which may apply. In addition, a reasonable attempt shall be made to select, establish, and maintain a list of positive safety performing contractors in each major line of work subcontracted. Those contractors, who by past experience have not ACTIVELY participated in the R&S SIP program, will be required to assure us of their cooperation on future work for continuance on our bidder's list.

The "Chief Estimator" is responsible for informing all Estimator's (and those performing estimating functions) of the above requirements. He shall make periodic evaluations to determine if goals have been met, with follow-up as necessary.

ROBERT BLANCHARD-PROJECT EXECUTIVE

In support of the Vice President of Construction Operations, Project Executives shall take an active leadership roll in the promotion of company safety policies established in the Injury and Illness Prevention Program.

While the job superintendent is responsible for the actual day-to-day implementation of the safety program on any particular job, the Project Executive, through the Project Manager, shall insure the means to accomplish the requirements of the program. He shall therefore encourage the pursuit of company safety goals and positive safety performance and discourage cutting corners to save money on safety.

The Project Executive, through the "chain of command" has the overall responsibility for the outcome of the safety program on the projects under his direction.

JIM LODATO-PROJECT MANAGER

The R&S Project Manager must be versed in all aspects of the company's Safety & Environmental programs so as to assist the Superintendent in establishing an "Effective Onsite Safety Program (EOSP).

Sufficient funds for meeting the safety and manpower requirements of an ESOP are supposed to be built into each job. When there is not enough, Project Managers can set up a separate code to record the extra safety dollar expenditures so that safety requirements are met. Although recorded, these funds need not be charged against the superintendent's production record. The necessary funds can then be expended to prevent cutting corners to save money on safety.

The Project Manager will also assure that the R&S safety program and SIP requirements contained in contractual documents have been disseminated to all contractors onsite; verification will be through personal day-to-day jobsite interactions and observations.

In the absence of the Superintendent onsite, the Project Manager will act as "Second in Command" to assure that an EOSP is being accomplished.

CURTIS FAULKNER-PROJECT SUPERINTENDENT

The project superintendent, including any acting superintendent, is explicitly assigned the prime responsibility and authority for the application and enforcement of the overall Injury and Illness Prevention Program on any project. He shall be assisted by crafts foremen, assistant superintendents and the job Safety Coordinator, who by nature of their close working relationship with the craftsmen, are considered key personnel in carrying out the objectives of the safety program on the project.

Project Superintendents will:

- Be responsible for implementing the IIPP and other company safety programs on his jobsite, and maintaining a copy of the IIPP on site.
- Make available all necessary personal protective equipment, job safety material, and first aid equipment as needed.
- Instruct the foremen that safe practices are to be followed and safe conditions maintained throughout the job.

- Inform the foremen that they are responsible for the safety of their crew and that they shall instruct all workers in proper and safe procedures and strictly enforce their application.
- Instruct each line foremen individually regarding their safety responsibilities and provide for training needed to allow them to meet their responsibilities. (See Training and Instruction section.)
- Require all subcontractors to adhere to the minimum site safety standards as specified in the Subcontractor Injury Prevention Program.
- Establish and maintain channels of safety communication with all jobsite company employees and subcontractor supervisors.
- Investigate all injuries and review them with the foremen. Encourage and promote the use of light duty work, when possible. Prepare and submit injury and investigation reports in accordance with IIPP requirements.
- Appoint a Job Safety Coordinator with authority to inspect the job, remove or correct hazards on a priority basis, and assist with the implementation of other company safety requirements as needed.
- Look forward, anticipate, and plan for the successful implementation of upcoming hazardous work, utilizing Pre-Task Safety Guidelines, experience and intuition.
- Communicate safety expectations to all team members during daily and weekly meetings.
- Be familiar with laws pertaining to safety and health and their basic requirements for the work being performed.
- Be first aid/CPR trained.

JOB FOREMEN

General: Organized injury prevention requires team work and the support of all levels of management. Those who actively supervise others must support our Safety Program with the same diligence they apply to production, because really efficient production is injury free production. Every company foreman therefore is to be considered a “safety foreman.”

Job Foremen will:

- Provide the leadership and motivation, as well as the necessary discipline, to assure the proper safety participation of his crew.

- Ensure new employees have received instruction in the New Employee Orientation Program and the company's Code of Safe Practices prior to starting work on site. They shall safety instruct employees reporting for work, at the time their first work task is assigned. Any specific hazards of the jobsite must be pointed out and the pertinent precautions explained.
- Assign employees to specific tasks on the basis of their work experience and physical condition. At R&S, this often is accomplished by assigning an experienced R&S hand to team up with a new employee.
- Coordinate the work activities with activities of other workers to ensure the safety of any worker or crew is not jeopardized. When unsafe conditions are unavoidable, special instructions and safeguards must be provided.
- Be aware of strenuous, repetitious type tasks and rotate crew members as necessary.

As front line leaders, one of the Foreman's greatest contributions to the success of his job's safety program is his enthusiastic support of the program and demonstration of his earnest desire for injury free work.

Specific safety duties for Foremen include but are not limited to:

- Use Pre-task safety planning.
- Train and motivate their crews in good safety practices. Practice the "twice daily supervisor's safety reminders" to their crews.
- Be alert to find unsafe acts and unsafe conditions and take immediate remedial action. This applies to subcontractor's personnel as well as ours.
- Provide required personal protective equipment for work being performed, and assure all hands know how to use it, and do use it. Maintain necessary supplies.
- Investigate every injury that occurs under their supervision and make prompt reports, or assist the jobsite safety coordinator with this function. Assist in finding alternative work for employees when necessary.
- Participate in their job's weekly safety meetings and monthly safety Supervisory meetings. Inform employees who missed safety meetings of pertinent information affecting their safety.
- Continuously seek to increase their knowledge of all aspects of the Rudolph and Sletten Injury and Illness Prevention Program.
- Practice the other IIPP requirements including applicable portions of "communication", "hazard assessment" and "training and instruction" sections.
- Support the Jobsite Safety Coordinator in his activities, including participation with subcontractors.

- Be first aid/CPR trained. Attend R&S's OSHA 10 Competent Person Training.
- Be the designated backup person in the Safety Coordinator's absence.

Foremen are directly responsible for assuring the safety of employees assigned to them.

TONY KOPKE-JOBSITE SAFETY COORDINATOR

Primary Responsibility

Assist the R&S Superintendent in providing a safe working environment for R&S and subcontractor personnel, and a safe environment for owner's personnel and the general public, as needed. Promote all elements of the safety program through self initiative and coordination with the superintendent, foremen, project manager and Safety Department. Become familiar with and maintain an operating knowledge of R&S's Injury and Illness Prevention Program, Hazardous Materials Programs, (Community Right to Know, etc.) and other applicable R&S safety programs (Equipment Safety Program, Pre-task Safety, etc.) , along with relevant CAL/OSHA Construction Safety Orders.

Specific Requirements/Responsibilities

Person must be a self starter, organized, reliable, and consistent in order to successfully assist the R&S Superintendent in the implementation of the IIPP, including the Hazardous Materials and the Pre-Task Planning Programs. Must be first aid/CPR trained.

Typical duties include:

- A minimum of twice daily site safety inspections with representative documentation. Inspections, hazard identification, and corrective actions must be consistently performed and documentation must accurately reflect the day's challenges and corrections.
- Safety orienting all new hires and transfers (or checking transfers for current orientations). Orientations include familiarization with the Code of Safe Practices, and the applicable safety audiovisual programs:
 1. All new employees will see the R&S Safety Orientation prior to starting work. All transferred employees will see the program at least once a year.
 2. Equipment Safety Program- Valid card required for all personnel operating R&S wheeled and tracked equipment.
 3. Skill Saw Safety Program- for carpenters operating saws.
 4. Personal Protective Equipment -- for occasional emphasis.
 5. Hazardous Materials Program- minimum once per year where hazardous materials are in use.

NOTE: Signature sheets in job safety file for each program. Issue and date appropriate hard hat stickers.

- Properly prepare for and present the weekly all-hands jobsite safety meeting. Hold organized and effective all-hands meetings at least weekly and document topics and attendance with a sign-up sheet.
- Communicate to R&S Foremen or Superintendent any observed or anticipated safety concerns involving R&S, subcontractors or owner operations, which may need to be addressed in staff or weekly coordination meetings.
- Record Keeping:
 1. Inspection reports are to be kept on site in a designated file. Reports indicating subcontractor safety issues which are not being readily addressed shall be immediately brought to the superintendent's attention. Reports can also be faxed to the subcontractor's management for their assistance with compliance.
 2. All personnel training activities (e.g., safety meetings, orientations, etc.) require documentation and filing on site.
 3. Injury Reports - Sent to the Safety Department and filed on the job.
 4. Citations - Signed by offender and distributed to appropriate field supervision. Subcontractor citations shall be faxed to offending sub's main office and filed on site.
 5. Hazardous material record keeping (MSDS's, results of environmental testing, etc.)
- Subcontractor Injury Prevention (SIP) Program
 - “All aspects” including orientation of newly arrived supervisors, periodic review of subcontractor's SIP program orientation for their people, weekly safety challenges/problems for inclusion in weekly rolling schedule meeting, safety citations, etc. Assist with Pre-Task Planning.
- Jobsite posting and signs: Update daily jobsite safety sign.
- Assist with implementation of Hazardous Material programs as needed, including maintenance of MSDS's, chemical inventories and postings, and inspections for proper storage/spill prevention.
- Implement jobsite Emergency Medical Services plan and be familiar with procedures for dealing with jobsite injuries.
- Other assignments as designated by the R&S project superintendent.

R&S EMPLOYEES

All R&S employees will have the duty to:

- Work according to good safety practices as posted and instructed to avoid injuries to themselves and endangerment to others.
- Ask their Foremen for specific instruction when new procedures, equipment or substances are to be used which present safety or environmental concerns.
- Take responsibility for their own and their fellow workers safety by refraining from thoughtless or deliberate unsafe acts that cause injury to themselves or fellow employees.
- Use all protective equipment and safety devices provided them by R&S for their protection as their work and training dictates. Inspect the equipment prior to use to assure that it is in good condition and use the equipment properly.
- Report any unsafe conditions or acts to their Foremen, Safety Coordinator, or Superintendent immediately.
- Report all injuries, no matter how slight, to their Foreman, Supervisor or Safety Coordinator.
- Join their job safety team and actively participate in making the job safety program a success; (i.e., no injuries to themselves or others). A successful job injury prevention program requires team work, and the cooperation and participation of all.

RICK SEIFERT-SAFETY AND ENVIRONMENTAL DIRECTOR

He and his designated alternate, Steve Daly, CIH, will be assigned to this project for managing and supporting the LBNL Molecular Foundry Safety program and the onsite construction team during the construction of this project. Either Rick or one of his safety management team will be at the site approximately forty percent of the time during construction activities.

Special emphasis for being onsite will take place during critical operations to include excavations, shoring, and steel erection activities.

By direction and approval of the company President, the Safety and Environmental Manager is:

The person assigned the responsibility for overseeing the company safety program, and keeping it current and responsive. He reports directly to the company President. In this regard his responsibilities are to:

- Assist jobsites in implementation of their safety program.
- Maintain the company's written Injury and Illness Prevention Program (Safety and Health Program) in compliance with current governmental regulations and company policies.
- Keep the IIPP Administrator informed of program changes and of the effectiveness of the overall program.
- Be responsible for managing the company's workers compensation program and co-managing the general liability and fleet safety programs.
- Manage personnel assigned to the Safety Department.

Training, Instruction, Consultation

- Update the new employee safety and health orientation program, as needed.
- Provide job specific safety and health training, as needed.
- Provide assistance and recommendations to Project Executives, Project Managers, Estimators, and Superintendents with respect to job hazard analysis, employee training in new or especially hazardous work, on the use of new substances or equipment, etc.
- Provide training for managers and field supervisors in their safety responsibilities.
- Determine the need for surveys/testing by specialists, such as industrial hygienists.
- Accompany outside inspectors or investigators on tours of the jobsite, as needed.
- Conduct hazard analysis of existing facilities and operations.

- Coordinate with company's estimating personnel on hazards posed by planned and proposed building projects.
- Direct research on technical safety problems.
- Plan and prepare for natural and man-made disasters.
- Study and provide current information on government regulations for occupational safety and health; keep management advised of revisions or new regulations applicable to company activities.
- Attend meetings and conferences of safety councils, contractor associations, and other organizations considered advantageous to the company's interest. Attend training courses on injury prevention and safety training.

Information Management

- Maintain the Injury and Illness record keeping system.
- Maintain documentation on all aspects of the Injury and Illness Prevention Program.

Measuring Performance Results

- Audit supervisory safety performance.
- Audit company safety performance. (Inspection program encompassing all jobsites.)

III. COMPLIANCE

All company supervisors, including Superintendents and Foremen are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. They must also enforce safety rules fairly and uniformly.

All employees are responsible for using safe practices, following all instructions, policies and procedures, and for assisting in the maintenance of a safe work environment.

Our systems of ensuring that all workers comply with the rules and maintain a safe work environment include:

1. Informing workers of provisions of our IIPP, and particularly our jobsite safe work rules (Code of Safe Practices) and dismissal policies.
2. Evaluating the safety performance of all workers, through daily inspections, personal observations, and supervisory oversight.
3. Recognizing employees on jobsites who avoid lost time injuries by working safely; recognition is through our company biweekly safety dollar program. Other job initiated

safety incentive programs are also implemented by specific jobs after attainment of specified goals. Hats, tee shirts, tools, mugs, etc. are generally presented during safety meetings.

4. Providing training/instruction to workers whose safety performance is deficient (workers who received verbal warning or citations).
5. Disciplining workers for failure to comply with safe and healthful work practices. Safety dismissal policies enforced on all jobs include both immediate dismissal policies and a “three strikes you’re out” progressive dismissal policy. Immediate dismissal policies are contained in the R&S Code of Safe Practices and include serious endangerment, acts of fighting, working while using or influenced by alcohol or illegal drugs, etc. The progressive “3 strikes” policy works as follows:
 - a. Infraction occurs (i.e., worker not wearing safety belt.)
Response: Verbal warning (documented).
 - b. A second infraction occurs (i.e., same worker not wearing safety glasses.)
Response: Written citation. A citation may also be issued to an individual (without a verbal warning) who has disregarded safety instructions given during a safety meeting or otherwise.
 - c. Third infraction (i.e., same worker not wearing hard hat, etc.)
Response: Suspension or dismissal (determined by Superintendent, depending on circumstances).

This policy will also be enforced with our subcontractors (see the SIP program).

IV. COMMUNICATION

Open, two-way communication between supervisors and workers on health and safety issues is essential to an injury-free, productive workplace. The following systems of communication are designed to facilitate a continuous flow of safety and health information between supervisors and workers:

- New workers orientation, including a discussion of applicable safety and health policies and procedures, both general and job specific information (Code of Safe Practices).
- Formal refresher orientations, once each year, is the minimum for all craft workers.
- Pre-task training/instruction when employees are given unfamiliar tasks with known safety/health hazards, such as work with hazardous substances, confined space work, working at heights, in excavations, etc. Appropriate MSDS, Pre-task Checklist, OSHA standard, etc. is used.

- Scheduled weekly safety meetings which address present and future safety and health concerns. Attendance is mandatory. Employees are encouraged to express their concerns.
- Effective communication of safety and health concerns between workers and supervisors/safety coordinators, including translation when appropriate. Job safety coordinators wear a red/orange hard hat with a sticker for easy identification on the site. Employees may express legitimate safety and health concerns without fear of reprisal.
- Posted safety information on the jobsite bulletin board and job safety board.
- Daily supervisor's safety reminders.

V. HAZARD ASSESSMENT

Twice daily jobsite safety inspections are our principle means of identifying and evaluating workplace hazards and shall be performed by a designated jobsite safety coordinator on each job. This individual may be a supervisor on small projects or at the beginning or ending periods on larger jobs. Inspections shall be conducted once in the morning and once in the afternoon. In addition, foremen or designated supervisors shall as a minimum make frequent inspections and evaluations of their work areas/crews and pay special attention when:

1. New substances, processes, procedures, or equipment, which presents potential new hazards, are introduced into their work area.
2. New, previously unidentified hazards are recognized.
3. Occupational injuries and illnesses occur among their crew.
4. New or transferred workers are assigned to operations or tasks which they have not had previous experience or training.
5. Conditions in their work area warrant extra surveillance.

The following tasks have been assessed as potentially hazardous work. They require a pre-assignment safety meeting between the supervisor and the workers involved and additional specific training for many tasks: (see Pre-task Checklists for assistance):

- Demolition
- Work in public or owner occupied areas with pedestrian exposure or worker exposure to vehicular traffic.
- Work in excavations 4' and deeper.

- Concrete placement
- Work with cranes
- Heavy equipment operation (forklift or other rolling equipment).
- High scaffold work
- Confined space work.
- Work with or near hazardous chemicals/materials, including asbestos and lead.
- Work above 7 ½' requiring fall protection.
- Torch cutting.
- Work requiring lock out/tag out procedures.

Periodic unscheduled inspections by members of Rudolph and Sletten management and the Safety Department will also be used to identify and evaluate workplace hazards as a supplement to job scheduled inspections.

VI. INJURY/EXPOSURE INVESTIGATIONS

Workplace injuries and hazardous substance exposures shall be investigated after first aid/emergency medical procedures have been implemented, hazardous conditions abated, and the Operations/Safety Departments have been notified of serious incidents. Post injury drug testing may be required. Investigation procedures include:

1. Visiting the incident scene as soon as possible.
2. Interviewing injured workers and witnesses. Serious injuries require written witness statements.
3. Examining the workplace for factors associated with the injury/exposure.
4. Taking photos and preserving evidence as needed.
5. Determining the root cause of the injury/exposure and any contributing factors (See the Supplemental Root Cause Analysis form and the Injury Investigation Guide in the IIPP Reference section for assistance with injury analysis).
6. Taking corrective action to prevent the injury/exposure from reoccurring; and
7. Recording the findings and corrective actions taken, on the "Supervisor's Report of Injury." The injured employee's immediate supervisor shall be involved in the investigation as well as the Jobsite Safety Coordinator. The report shall be faxed to the R&S Safety Department. (See an example of the "Supervisor's Report of Injury" form in the IIPP Reference section.)

Note: A reasonable attempt shall be made to return light duty restricted employees to work.

VII. HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed: All employees shall be instructed to correct any serious, hazardous condition immediately if they can do so in a safe and timely manner. Otherwise employees shall take immediate steps to warn and remove the exposed employees from the area of concern, “safe off” the area if needed, and notify their supervisor.
2. When a serious, hazardous condition exists, which can not be immediately abated without endangering employees and/or property, workers equipped with the necessary protection and/or equipment shall correct the hazardous condition.
3. All such actions taken and dates they are completed shall be documented on the “Daily Jobsite Safety Inspection Report,” or on the “Job Diary” on very small jobs.

VIII. TRAINING AND INSTRUCTION

Who gets trained/ instructed? All workers, as well as supervisors, shall be provided with training and instruction on general and job-specific safety and health practices, in the following instances:

1. When employees are first hired.
2. Transferred and rehired employees who have not received an orientation within the last year.
3. To all workers given new job assignments for which training has not been previously provided, or whenever a worker is unsure of what the safe procedure is.
4. Whenever new substances, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the job supervisors, or the Job Safety Coordinator is made aware of new or previously unrecognized hazards.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee’s job assignment.

Basic Training/Instruction: Safety and health training and instruction for all Rudolph and Sletten employees on all jobsites shall include an explanation of our IIPP and:

1. Safe work rules, dress code, drug and alcohol policy, personal protective equipment requirements, and dismissal policies included in the “Code of Safe Practices.”
2. Procedures for reporting unsafe conditions or work practices, reporting injuries and reporting when additional instruction is needed.
3. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
4. Availability of toilet, hand-washing and drinking water facilities.
5. Provisions for first aid and emergency medical services as well as other emergency procedures.

Specific Training Subjects /Programs: In addition to specific instructions to all workers regarding hazards unique to their job assignment, the following employee training and retraining formats and subjects are used/covered as needed or required:

1. Weekly Toolbox Safety Meetings.
Weekly Safety Meeting Outlines can be used as an aid to cover the following topics:

- Personal Protection	- Vehicle and Heavy Equipment
- Hazardous Substances	- Fires and Explosions
- Guarding	- Electrical
- Trenches and Excavations	- Rigging and Crane Safety
- Material Handling	- Concrete
- Housekeeping	- First Aid
- Fall Protection	- Demolition
- Asbestos	- Emergency Procedures
- Lead	- Dismissal Policy
- Tools and Equipment	- Other general and specific work topics
- Scaffolds	

(See IIPP Reference section for the complete list of outlines.)

2. Monthly Safety breakfast/dinner meetings (Bay Area, Sacramento, & Southern California: for management, supervisors and safety coordinators) - held under the direction of management for the discussion of recent injuries and other safety issues and topics. Meetings include safety quizzes on Cal/OSHA Construction Safety Orders and on R&S safety policy.

3. New Employee Orientation - (audiovisual program/dismissal policies/Code of Safe Practices; see IIPP Reference section) Initial hire and yearly refreshers. New supervisory safety orientations are conducted periodically as needed by members of the Safety Department.
4. New Employee Buddy Program (written Program; see IIPP Reference Section)
5. Foreman Safety Training - (OSHA 10 hour Competent Person Training and R&S Safety Policy Training, including IIPP and Pre-task review) - taught in-house by consultant/R&S Safety Department.
6. Hazardous Materials- (audiovisual program) - yearly or prior to hazardous material operation. See the Hazard Communication Program in the Hazardous Materials section for additional training information.
7. Personal Protective Equipment - (audiovisual program) - as needed. Also see list in the IIPP Reference section of personal protective equipment stocked by the R&S Yard.
8. Skill Saw Safety Program - (audiovisual program) - Prior to use of saw.
9. Radial Arm Saw Safety Program - (written program; see Other Programs section) - Prior to saw use.
10. Equipment Safety Program - (audiovisual program) - Prior to use of equipment. Train the trainer (verifier training) periodically.
11. "Pre-task" Meeting guidelines distributed to and used by jobsite supervision when conducting a subcontractor pre-task safety meeting for a number of the more hazardous subcontractor tasks. They can be of use when conducting similar tasks with R&S forces (e.g. craning; see Subcontractor's section for a complete list of tasks).
12. Confined Space Program, including permit - (written program; see Hazmat References section) - Training as needed.
13. Lock-out/Tag-out Program - (written program; see Other Programs section) - Training as needed.
14. Respiratory Protection Program - (written program; see HazMat Reference section) - Training as needed.
15. Fall Protection Plan (written plan with site specific options; see Other Programs section). Training during orientation, at safety meetings and as needed prior to specific task.
16. First-Aid/CPR training- (outside trainers) - Required for all supervision and open to all R&S employees, their family and friends. Approximately 4 sessions per year are offered at the Main Office. Additional classes are scheduled in Sacramento, Southern California, and on individual jobsites as needed.

17. ERT Training - (In-house: Formal or ER Team meeting) As needed where minimum HazMat quantities are exceeded; one team per job. "Community Right to Know" information provided to supervisors.
18. First aid/Emergency Medical Services Plan - (written plan; see IIPP Reference section) - covered in safety meetings and ERT training. Also see "Procedures for Dealing with Jobsite Injuries," which addresses paper work requirements and related procedures for Supervisors and Jobsite Safety Coordinators.
19. Fire Prevention Program - (written plan; see Other Programs section) - Training specific to each job's requirements; covered in safety meetings and job ERT meetings.
20. Emergency Action Plan (Written plan; see Other Programs section) Training specific to each job's requirements; covered in safety meetings and job ERT meetings. Also included as part of the Hazardous Materials Management Plan.
21. Scaffold Training Workshop- Combination of In-house and outside consultant training. Open sign-up when scheduled.
22. Torch Cutting Workshop - Combination of in-house and outside consultant training. Open sign-up when scheduled.
23. Craning and Rigging Workshop - Combination of in-house and outside consultant training. Open sign-up when scheduled.
24. Defensive Driving Workshop - Combination of In-house and outside consultant training scheduled as needed. Open sign-up and mandatory sign up in some cases; see the R&S Vehicle Use Policy in the Other Programs section of this manual.
25. Competent Person for Excavations Training - In-house and outside consultant training. As needed.
26. Asbestos Abatement Training - (Formal outside consultant training) Training as needed.
27. Lead Containing Materials Work - (Formal outside training or in-house training, depending on the nature of the work) Training as needed.
28. Hazardous Waste Operations - (Formal outside training) training as needed. (Formal ERT training overlaps this training.)
29. Back Care and Stretching Program - (Illustrated program; see Other Programs section).
30. Bomb threat procedures- (written program; see Other Programs section).
31. Either video equipment or a slide tape projector will be made available on all jobsites for presentation of audiovisual programs.
32. R&S has a full time Training Department in the Main Office for additional training and assistance with first aid/CPR class scheduling for individual jobsites.

Subcontractor Instruction:

- All subcontractors will be briefed on the requirements of the Subcontractor Injury Prevention (SIP) Program when they first start work on the jobsite. This program has been adopted in an effort to assist subcontractors in the planning and control of their operations for the prevention of injuries on our projects and is included in the General Requirements of all R&S subcontracts.
- At a minimum, a supervisor from each subcontractor shall be briefed on the SIP Program requirements. That supervisor shall in turn brief other supervisors and workers from their company as they come “on board.” All orientations are documented and identification SIP hard hat stickers are given to oriented subcontractor personnel. Subcontractors shall also appoint an effective onsite safety coordinator. The complete program is located in the Subcontractors section.
- Small special projects/tenant improvements may use the Small Project SIP Program (see the subcontractors section).
- Weekly jobsite safety meetings are mandatory for all subcontractor personnel on site (part of SIP requirements).
- “Pre-task” safety meetings shall be held by R&S supervision with subcontractor supervision prior to potentially hazardous subcontractor work (the “Pre-task Meeting Checklists” table of contents, located in the Subcontractors section, lists the particular tasks.).
- All subcontractors shall give R&S immediate notification of injuries to their personnel and of unsafe conditions observed.

IX. RECORD KEEPING

In order to verify implementation of the IIPP, the following documents are required to be recorded and maintained on all jobsites:

1. Records of the safety inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and that corrective action has been taken, are recorded on the “Daily Jobsite Safety Inspection Report.”
2. Documentation of safety and health training and instruction given during weekly safety meetings. The safety meeting shall be recorded including a sign-up sheet of those workers attending, meeting dates, type(s) of training and training providers.
3. Documentation of new employee orientations and refresher orientations.
4. Documentation of other specific safety related training when performed (e.g. Confined Space training or any pre-task training/meetings).

5. Documentation of injuries, exposure, illness and other safety related incidents (see “Supervisor’s Report of Injury.”)
6. Documentation of SIP Orientations.
7. Documentation of discipline “3 strikes you’re out” policy implementation.
8. Records of MSDS’s, etc. (see HazMat Record Keeping Summary in the HazMat section).

These records shall remain on the jobsite and be stored with other job files after completion of the job.